

MADERA COUNTY
CORRECTIONAL CORPORAL

DEFINITION

Under general supervision, to provide lead supervision, direction, and guidance to lower level Correctional Officers; to oversee the conduct of prisoners at the County correctional facility; to perform booking and screening procedures; to transport prisoners; to perform office assignments; to provide information to inmates and the public; to serve as Correctional Sergeant as assigned; to perform special job assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level lead class in the Correctional Officer class series. Incumbents are expected to perform the full range of Correctional Officer duties with minimal supervision and direction. In addition they provide lead direction and training to other County Officers and serve as backup for a Correctional Sergeant in the assigned area including operations, transportation, classification/investigations, and jail services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides lead direction and guidance to other Correctional Officers in the area of assignment including operations, transportation, classification/investigations, and jail services; serves as Correctional Sergeant upon the request or absence of the Correctional Sergeant; performs the full range of Correctional Officer duties in the area of assignment; receives, books, searches, photographs, and fingerprints prisoners; evaluates and classifies inmates for criminal sophistication level, medical needs, and security risk; supervises prisoner conduct during booking procedures, meals, work assignments, other activities, and while detained in cells; takes periodic counts of prisoners; inspects facility and supervises cleaning assignments; escorts prisoners during movement between modules and facilities; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; supervises visitors; monitors cameras; computes release information; prepares inmates for release; answers questions and provides information to the public and inmates; inventories clothing and other items; completes receipts; processes civil request forms.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a correctional facility.
Principles of supervision and training.
Pertinent Federal, State, and local laws, codes, and regulations.
Problems related to the care and custody of prisoners.
Proper firearm use and maintenance.
Proper use and application of mechanical restraints, soft restraints, and chemical agents.
Basic first aid principles and practices.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Provide lead supervision and training to Correctional Officers.
Supervise and ensure the proper control and discipline among prisoners.
Analyze situations carefully and adopt effective courses of action.
Communicate with inmates and inmate families.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Interact effectively with individuals from diverse backgrounds.
Effectively represent the Department of Corrections with the public, inmates, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of Correctional Officer experience comparable to that of a Correctional Officer I/II with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.

Completion of Board of Corrections' Corrections Officer Basic Academy. Ability to complete Supervising Core Course within one year of appointment.

Possession of, or ability to obtain, CPR and First Aid certification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; availability for shift work; some positions may require the ability to travel to different sites and locations.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995